3510

Emergency Management Plan

Introduction

Southeastern Universities Research Association Inc. (SURA), is the contractor to the U.S. Department of Energy (DOE) for the management and operation of Thomas Jefferson National Accelerator Facility. SURA develops and maintains an Emergency Management Program for the Lab.

This program provides protection for Lab personnel, members of the public, visitors, participants, property, and the environment. Emergencies may arise from Jefferson Lab activities, natural phenomena, off-site situations, and other events beyond the control of SURA.

Jefferson Lab's Emergency Management (EM) Program, via an arrangement with the City of Newport News, the landlord of the Applied Research Center (ARC), also applies to the ARC and all ARC tenants.

This chapter and the associated appendices are Jefferson Lab's Emergency Management Plan (EMP) that describes the policies and general procedures of the Emergency Management Program. It designates staff authority and responsibility for the program and establishes specific emergency plans, procedures, and reporting requirements. The plan provides specific information about preparing for, responding to, and recovering from emergencies. This information is based on emergencies which might occur at Jefferson Lab. The plan applies to everyone at Jefferson Lab: SURA employees, DOE Site Office personnel, temporary employees, visitors, students, subcontractors, and research users.

Appendices
3510-T1 *Emergency Staff Responsibilities*
3510-T2 *General Emergency Procedures*
3510-T3 *Specific Emergency Response Procedures*
3510-T4 *Severe Weather Procedures*
3510-T5 *Violence Control*
3510-T6 *Miscellaneous Emergency Procedures*
3510-T7 *Documentation and Vital Records*
3510-T8 *Emergency Management Drills and Exercises*
3510-T9 *Emergency Communications*

Key Terms

The field of emergency management uses some unique jargon, makes special uses of common terminology, and employs many acronyms. The definitions listed below have greatest applicability to Jefferson Lab, this chapter, and its associated appendices. A longer list is found in *Appendix 3510-R1 Spill/Release Response Procedures* which is useful for those with detailed involvement in Jefferson Lab's EM and in interpreting the non-Jefferson Lab EM resources that are referenced in the chapter.

Director's Command Staff (DCS) A group of senior managers and subject-matter-experts that convenes when so recommended by the Facility Manager. This group advises the Director and coordinates and directs the emergency response from a central location away from the area of concern, if possible.

Emergency An event, expected or unexpected, which places life and/or property in danger and requires an immediate response through the use of in-house and community resources and procedures.

Emergency Management (EM) Organized analysis, planning, decision-making, and assignment of available resources to mitigate (lessen the effect of or prevent), prepare for, respond to, and recover from the effects of all hazards. The goal of emergency management is to save lives, prevent injuries, and protect property and the environment if an emergency occurs.

Essential Personnel Those whose duties and responsibilities are essential in carrying out critical operations or who have key knowledge, skills, or access to resources necessary to protect other people and/or Lab property.

The designation of Essential Personnel is made by the respective department director or group leader, and the list should be reviewed at least quarterly to ensure accuracy.

Note that Essential designations may be different for different types of emergencies; more than one list may be appropriate.

Hazard An event or physical condition that has the potential to cause fatalities, injuries, illness, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazardous Material (HAZMAT) Any material, which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination) and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Preparedness Activities, programs, and systems developed and implemented prior to a disaster/emergency used to support and enhance mitigation of, response to, and recovery from disasters/emergencies.

Risk The exposure to the chance of loss. The combination of the probability of an event occurring and the significance of the consequence (impact) of the event occurring.

Hazard Avoidance and General Precautions

Emergency management encompasses virtually all known environment, health, and safety hazards, and mitigating risk and advance planning often requires specific knowledge of the hazard, local conditions, and circumstances.

However, effective response — including the protection of people and property — is aided by a set of general, but effective, emergency procedures that are widely understood, adaptable to circumstances, and are practiced periodically.

If you follow the precautions listed below, you will minimize your exposure to the hazards most likely associated with an emergency at Jefferson Lab.

General

- Read and follow the *Jefferson Lab EH&S Manual*.
- Obey all safety signs, warning lights, and audible alert devices. When alerted, evacuate areas promptly according to procedures.
- Minimize opportunities for surprises; do task hazard analysis prior to starting work.
- Cooperate with and participate in emergency drills and exercises.
- Ensure people for whom you are responsible are aware of emergency procedures that may affect them, and keep them apprised of conditions that may have implications for Lab operations.
- Report conditions that may impair the effectiveness of emergency response. Ensure your supervisor is informed, and use the resources of the area safety warden and EH&S staff as required.
- Keep evacuation routes free of obstructions.
- Be aware of the emergency information tags attached to all Jefferson Lab telephones. All staff are expected to use the card in an emergency if they are at the scene or discover the emergency.

Building Evacuation

- Know the location of the fire alarm pull station and fire extinguisher nearest to your work area.
- Know your primary and at least one alternate route to the nearest exit whenever you are inside a building or the accelerator tunnel. Assist visitors who may not be familiar with the area. Alert the building manager or emergency responder of any building occupants with impaired mobility.
- Know your muster point and promptly assemble there, so that you can be accounted for.

Severe weather conditions

The majority of site-wide emergency situations at Jefferson Lab have been weather-related. *Appendix 3510-T4 Severe Weather Procedures* and the Emergency Management web pages contain detailed information on preparation, precautions, and response to severe weather, including specific actions for different weather events. The brief list below is applicable to everyone at Jefferson Lab.

- Pay attention to daily weather reports (radio, TV, newspaper), especially when severe weather is likely.
- Heed information about changes to Jefferson Lab's operational status due to weather conditions.
- Confirm in advance with your supervisor whether you are designated as ***essential personnel*** for a particular weather event.
- Unless you are specifically directed to do so, **do not** report to the Lab if it is officially closed, or it is subject to delayed opening.
- Think about what you should do if you heard that a tornado had been sighted in the vicinity. Know your shelter options.

Minimizing exposure & mitigating risks

- Incorporate emergency provisions into new or modified work activities, process changes, space utilization, and new equipment procurement. Solicit advice from safety and emergency management resources as an aid in planning and assessment.
- Know your responsibilities to take action if you are first on the scene of an emergency. Specifics are found in *Appendix 3510-T2 General Emergency Procedures*.
- Know who in your work group has had CPR training and first-aid training, and know where the nearest automatic external defibrillator is located. A current list of AEDs is posted on both the Emergency Management and Occupational Health web sites.

Responsibilities

Emergency management entails many situation-specific responsibilities. These may be found in the relevant appendix that addresses the emergency situation in question. The following general responsibilities apply to most emergency situations.

Laboratory Director

- The Laboratory Director is responsible for the organization's ability to prevent, recognize, respond to, and recover from emergencies.

Director's Command Staff

The DCS is comprised of standing members:

- The Lab Director
- Chief Operating Officer
- Chief Scientist
- Facility Manager or the Facility Manager Designee
- Associate Director, EH&S Division
- EH&S Reporting Manager
- Facilities Management Director
- General Counsel
- Public Affairs Manager

The Jefferson Lab DOE Site Office participates in an oversight and liaison role.

The Director's Command Staff is supported by other employees as required, such as the Public Affairs Manager and the Security Officer.

The primary functions of the DCS are to:

- Coordinate and direct the emergency response from a central location away from the area of concern, if possible.
- Communicate with federal, state, local government, and SURA officials.
- Notify appropriate personnel in unaffected buildings of the emergency.
- Ensure preservation-of-evidence procedures are followed.
- Supervise communications by Human Resources and/or Occupational Medicine with relatives and friends of involved employees.
- Oversee media communications, facilitate and control media access.
- Notify appropriate personnel in unaffected buildings of the emergency.
- Be aware of and address security issues during the event.
- Arrange for photography of emergency site as necessary.

Facility Manager

- The Associate Director for EH&S serves as the Facility Manager (FM) at Jefferson Lab.

- ❖ The Deputy Associate Director of the Accelerator Division is the alternate Facility Manager when the FM is unavailable.
- ❖ The Facility Manager may delegate authority to a ***Facility Manager Designee*** to perform routine and emergency tasks. The Facility Manager Designee may be an EH&S professional or line manager.
- ❖ The Facility Manager will schedule staff assigned to be Facility Manager Designee and make this information available to all staff by posted notice or equivalent. The Facility Manager Designee is available at cellular telephone 9-812-3262.
- ❖ The Facility Manager approves the conduct of emergency exercises.
- ❖ During emergencies, the Facility Manager has two main responsibilities:
  - Serve on the Director's Command Staff to coordinate emergency response
  - Emergency reporting to the Department of Energy and other external agencies as circumstances dictate.
- ❖ A collateral responsibility is coordinating with the Public Affairs Manager the information provided to the media.

These responsibilities are discussed in more detail in *Appendix 3510-T1 Emergency Staff Responsibilities*.

Associate Directors

Associate Directors (ADs) are responsible for emergency planning and preparedness for facilities and personnel under their supervision.

- ❖ Ensure that emergency procedures are developed for protection from emergencies and to minimize consequences.
- ❖ Ensure that their personnel are adequately instructed in emergency plans and procedures.
- ❖ Serve as Associate Director in Charge (ADIC) if the emergency situation occurs within their jurisdiction.

Associate Director in Charge (ADIC)

The ADIC is an Associate Director or Deputy Associate Director, responsible in whole or in part for the specific facility in which the emergency has occurred — the AD of the "landlord" division. The backup person is a senior employee selected by the ADIC.

- ❖ Designates employees by name to fill required facility emergency positions. Each facility, e.g., building, building complex, or trailer complex, has the following principal and backup emergency personnel assigned:
  - ADIC and/or
  - Emergency Coordinator
  - Building Manager/safety warden(s)
  - Runners
- ❖ Assess the magnitude of the emergency by first visiting the scene.
- ❖ Determine necessity to initiate employee alert/recall.
- ❖ Notify on-site and off-site emergency groups as required by the situation.
- ❖ Provide assistance off-site if required and guidance to emergency groups during emergency action.
- ❖ Keep the DCS informed of conditions at the scene, and request additional resources as required.

- ❖ Prevent unauthorized reentry when a building has been evacuated.
- ❖ Decide when "all clear" may be given.

Emergency Coordinators

Emergency Coordinators (ECs) are appointed by the Associate Director of the landlord division. (Note that Building Managers may also serve as Emergency Coordinators.) A prospective EC should be someone who is in or close to the particular building most of the workday.

During Emergencies

- ❖ Until the arrival of the ADIC, the EC provides the following:
  - Assess the magnitude of the emergency.
  - Determine the necessity to initiate employee alert.
  - Notify required emergency groups and personnel, including ext. 4444.
- ❖ Ensure that no one reenters the building or secured area until permission is given by the ADIC. This may be accomplished by assigning someone to guard every entrance or access point from a safe distance. The danger is that someone will want to reenter to retrieve something important to them, or someone will attempt to enter because they are unaware of the emergency. Qualified and appropriately equipped emergency personnel, such as fire fighters, may enter, of course, during the emergency. Note: Exercise monitors and designated participants, e.g., victims, may remain in or enter a building in alarm during an exercise in order to carry out the exercise scenario.
- ❖ Work with the ADIC to arrange for additional emergency equipment, personnel, or assistance as required.
- ❖ Advise the ADIC/Facility Manager when to terminate the emergency state and communicate the "all clear" or "reentry" order.
- ❖ Perform other duties as directed by the ADIC/Facility Manager.
- ❖ The principal and backup Emergency Coordinators are staff members designated by the Associate Director. They are listed in *Appendix 2200-R1 Current EH&S Staff Assignments*, Table 10.

Be aware that once on the scene, the senior fire department official becomes the incident commander. All actions by Jefferson Lab personnel at that point must occur with his or her knowledge and concurrence.

On-Going Emergency Preparedness

- ❖ Post reports of accidents or critiques of exercises.
- ❖ Schedule emergency drills.
- ❖ Conduct emergency training.

Emergency Manager

During Emergencies

- ❖ Report to the scene of the emergency to assist the ADIC as required.
- ❖ Assist in the evaluation of the magnitude of the hazard and initiate action.
- ❖ Advise the Emergency Coordinator on conditions and furnish recommendations for evaluation, take-cover, and reentry.

- Assist as requested with post-emergency investigation.

On-Going Emergency Preparedness

- Coordinate the overall Emergency Management Program.
- Assist line management in fulfilling their responsibilities by providing accurate and best-practices information, for the development of emergency plans, policies, procedures, and practices.
- Track status of corrective actions.
- Review emergency plans and procedures with appropriate off-site authorities such as the local fire department for compatibility and inform them of any changes to the Lab's plans and procedures that may affect their actions.
- Facilitate site visits by community emergency responders to aid in their pre-planning and familiarization with Lab facilities and conditions.
- Serve as chairperson of the Emergency Management Committee.
- Plan and coordinate the biennial EM Peer Review.
- Compile and provide EM program data to the DOE for periodic reporting requirements.

Building Manager/designated safety warden

In an emergency requiring building evacuation, report to the muster point and, as thoroughly as possible, account for all personnel assigned to the building/trailer complex.

- Maintain a record of all personnel reporting to the assembly area. Maintaining liaison with the Emergency Coordinator concerning accountability during emergency situations.
- Receive the reports from runners and relay pertinent information to the Emergency Coordinator.

Line Managers & Supervisors

Note for purposes of this chapter, the term supervisor includes principal investigators and managers for non-Lab tenants in the ARC Building.

- Managers and supervisors have responsibility for implementing emergency plans in their respective areas, including assignment of emergency staff. They ensure hazards are reported and corrected per *Appendix 3510-T2 General Emergency Procedures*.
- If an emergency evacuation is ordered, supervisors are responsible for accounting for their employees and others in the area and reporting the status directly to the Emergency Coordinator, ADIC, or to professional emergency responders.

Everyone at Jefferson Lab

- The plastic safety card attached to telephones provides action steps for anyone at the scene of an emergency.
- Report emergencies promptly to supervisors or to supervisor-designated points of contact, and comply with established emergency procedures.
- Emergency procedures for specific situations are issued periodically to employees and are introduced to new employees during orientation. (See *Appendix 3510-T2 General Emergency Procedures*.)

Emergency Management (EM) Committee

Reports to the Jefferson Lab EH&S Committee. The Committee drafts emergency management policies and plans and recommends changes and improvements.

- Is responsible for administration of the Jefferson Lab Emergency Management Program and associated documentation.
- Advises the Emergency Manager about proposed exercises and drills.
- Serves as a lessons-learned forum for experiences in the course of planned EM exercises and actual emergencies.
- The EM Committee charter is located in Chapter **2240** *Jefferson Lab EH&S Committees*

The Facilities Management Director assigns staff as needed for areas with no structures.

Runners

- Safety permitting, transit areas quickly spreading the alert message. Give special attention to those areas where alarm systems may not have been heard or where there are no alarms. Assist those with impaired mobility.
- Leave the cleared facility or area, ensuring that exterior doors are shut, and report to the Emergency Coordinator at the employee assembly area to assist as required.
- Runners are selected by the ADIC. Not all locations have runners assigned.

Occupational Medicine

Responds to on-site emergencies during normal business hours to provide medical assistance until the arrival of the EMS personnel. OH&S may be contacted at ext. 7539, or pager 584-7539.

The Jefferson Lab Security Officer

The Security Officer is a member of the Facilities Management Department and is the SOTR for the subcontracted security guard force. The Security Officer can be contacted by calling FM at ext. 7400 during business hours or ext. 5288 for routine matters after hours, or can be reached through ext. 4444 for emergencies anytime.

During Emergencies

- Report to the DCS location.
- Control telephone, cellular telephone, and two-way radio “walkie-talkie” communications site-wide.
- Advise the DCS/Facility Manager about traffic, security, and damage-control activities site wide.
- Arranges for assistance for gate guard for emergencies inside the accelerator fence.
- Request assistance from outside emergency agencies as directed by DCS.

Security guards

Jefferson Lab uses a subcontracted, security service. Security guards are equipped with two-way radios and one or more vehicles. The guards are unarmed.

There is one, continually-staffed guard station: Post Two, the accelerator gate. There is also a roving guard around the clock. The security guard force is responsible for detecting and reporting potential emergencies and responding to potential and actual emergencies.

Guard instructions for emergencies are explained in post orders, a binder of which is in the Guard Station at all times.

Routine Duties

- Guards at Post 2 monitor the Central Alarm Notification System (CANS) for building and operations alarms, and they have instructions for actions to take for a specific alarm, among which is notifying the appropriate Jefferson Lab staff and the City of Newport News Emergency Services.
- The security guard at the gate house receives extension 4444 telephone calls, and during normal business hours, notifies pre-determined staff of the event using the rapid-paging system. During off hours, the security guards provide emergency notification to designated staff in accordance with written instructions.

Important to know: Ext. **4444**, the number used to notify Post 2 of an emergency, is **an internal number only** and cannot be reached from off-site. Post 2 may be contacted from off site or by cell at 269-5822.

- The security guards provide security, property protection, and escort service to buildings and to vehicles when requested.
- In addition to the security guards, designated Facilities Management employees, equipped with two-way radios, respond to emergencies. Some provide security at the scene, and others assist arriving emergency units and control access to the facility. (See *Appendix 3510-T9 Emergency Communications*.)

During Emergencies

- Assigned security staff proceed to site entrances and provide emergency responders with direction or escort them to the scene of the emergency. Also, notify the DCS and the ADIC when emergency vehicles enter and leave the site.
- Assigned security staff proceed to the vicinity of the scene. Provide two-way radio communications for the ADIC.
- Assigned security staff report to the scene and establish a security barrier.
- For emergencies inside the gated area, the guard restricts inbound traffic to emergency responders.
- Maintain security barrier until released by the ADIC.

When so requested by the Security Officer or DCS, escort news media personnel.

Procedures

Each type of foreseeable emergency at Jefferson Lab has a set of procedures specific to that situation. These are found in the appendices to this chapter and are summarized here in brief.

Appendix 3510-T2 General Emergency Procedures contains three procedures which apply to all employees and visitors:

- Procedures for the first person(s) at the scene of an emergency, including obtaining medical help in case of injury or illness.
- Evacuation procedure for such emergencies as a building fire or a hurricane.
- Take-cover procedure for such emergencies as a tornado.

Appendix 3510-T3 Specific Emergency Response Procedures provides general policy and guidance about responding to:

- chemical spills
- fires
- medical emergencies
- radiation emergencies

This appendix includes specific procedures for notifying qualified emergency responders (Newport News Emergency Services, Jefferson Lab Chemical Assistance Team, medical help, etc.).

Appendix 3510-T4 Severe Weather Procedures provides high-level procedures for preparing for and recovering from severe weather. Severe weather includes:

- hurricanes
- tornadoes
- thunderstorms
- snow/ice storms

Line managers and building managers are responsible for developing detailed preparations for severe weather, including completion of action check sheets and inventorying useful materials and supplies. The Emergency Management Committee assists in this activity.

Appendix 3510-T5 Violence Control provides procedures for controlling violent acts, including:

- bomb threat
- workplace violence
- explosion
- hostage incident
- civil disturbance

Appendix 3510-T6 Miscellaneous Emergency Procedures provides procedures for response to:

- automatically initiated fire alarms with no fire evident
- problems with utilities such as loss of power, water, and natural gas leaks
- requirements for aviation safety (in the event of VIP visits or air-ambulance transport from the site)

Threat Risk Assessment

Planning for emergencies should match effort and resources proportionally to the degree of risk among the potential emergencies and their risk to the facility. Potential threats to Jefferson Lab are influenced greatly by factors such as the Lab's geographical location, our on-site operations, potential hazards from off-site events, community emergency-response capability, and the features of the Lab's facilities themselves.

Risk assessment is considered by Jefferson Lab to be a dynamic process, based upon experiences here and elsewhere, changes in the Lab's facilities and operation, and by the economics of mitigation versus potential loss.

The table below provides a ranking of the relative risks of the probable emergencies at Jefferson Lab. Risks are assessed in accordance with JLab's standard methods and, as such, are a product of the severity and likelihood of the event. (Refer to Chapter 3210, Hazard Identification and Characterization for details on risk determination.)

Type of Emergency	Risk to People	Risk to Property	Risk to Operations	Mean Risk
Hurricane	2	4	4	3.3
Tornado	4	4	2	3.3
Ice & Snow	4	1	2	2.3
Site Utility Interruption	1	2	3	2
Hostile or Internationally Destructive Actions	2	2	2	2
Fire	1	3	2	2
Work-related Injury or Illness	2	1	2	2.5
Workplace Violence	3	1	1	2.5
Off-Site Emergency	2	1	2	2.5
Non-Work-Related Illness or Injury	3	$\leq$1	$\leq$1	$\leq$2.5

Emergency Management Administration

Emergency Management Plan

The Emergency Management Plan provided by this chapter and its appendices is supported by specialized checklists, procedures, and manuals. *Appendix 3510-T7 Documentation and Vital Records* describes the major documents which support the Emergency Management Plan. *Appendix 2410-T2 Work Smart Standards Set* lists the necessary and sufficient requirements to be incorporated into the EMP.

The usefulness of EM plans is enhanced by:

- Unambiguous ownership of its various aspects
- Integration into regular operations
- Information accuracy (people, phone numbers, location of resources, "What do I do," etc.)
- Its accessibility in time of need
- Exercises, drills

Training and Exercises

- Emergency training typically includes classroom training, tabletop exercises, practical drills, and exercises. It may be a component of training focused on a broader process or operation.
- Drills and exercises are conducted to verify that emergency plans, procedures, and arrangements for cooperation and assistance are realistic, visible, and familiar.
- Actual events are opportunities to put into practice EM plans and procedures and learn how well they work. Accordingly, they are often superior to exercises as learning and training opportunities — provided the event and response actions are well documented and subjected to objective post-event analysis.
- *Appendix 3510-T8 Emergency Management Drills and Exercises* provides detailed guidance for the conduct of required emergency management exercises.

Occurrence Reporting

Prompt Notification at 876-1750 is Important!

Jefferson Lab reports site emergencies to the Department of Energy (DOE). Chapter **5300** *Occurrence Reporting* describes Jefferson Lab's procedure and DOE's Occurrence Reporting and Processing System (ORPS). For any given type of emergency, there are several levels of reporting, depending on the severity and effect on the public.

The Facility Manager (FM) or Designee (FMD) must be notified about all emergencies as promptly as possible **(call cellular phone 812-3262)**. Provide the FMD with as much information as required to aid in characterizing the event. The FM or the FMD will then ensure that the Jefferson Lab Site Office and other agencies are notified as required.

Program Evaluation and Corrective Actions

The principal program evaluation is by a biennial peer review. A convened panel of subject-matter experts examines the scope, implementation, and effectiveness of Jefferson Lab's emergency management program strategy. Lab managers and staff with key roles in emergency planning, response, and recovery present their respective group's approach and experiences with actual or potential emergencies.

The review panel submits a report to the Lab Director summarizing their observations and recommendations. Recommendations are entered into the Lab's EH&S Tracking System, with follow-up actions assigned according to topic and area of responsibility.

Lessons Learned

Emergency exercises, drills, and actual events provide learning opportunities — familiarizing participants with procedures, and providing planners and managers insight on what works well and what can be improved. A key tenet of emergency management: It is impossible that testing a plan can result in a failure. Either the overall effectiveness of plans is confirmed, or opportunities for improvement are revealed.

The Emergency Manager convenes participants for post-event critiques. This is an opportunity to recognize proficiencies by individuals and groups in the course of the event, discuss apparent weakness in procedures, and to identify previously unrecognized obstacles to effective response.

Jefferson Lab has processes to investigate mishaps, and these may be useful in post-event dissection and analysis of an emergency incident or exercise. Chapter **5200** *Incident/Injury Investigation* of the EH&S Manual provides a good, basic method to learn from an event.

Public Affairs

All public releases of Jefferson Lab information about emergencies are cleared through the Facility Manager. As appropriate and necessary, the Facility Manager coordinates news releases with DOE.

When there is media interest during or after an emergency at Jefferson Lab, the Jefferson Lab Public Affairs Manager will provide information in accordance with DOE and SURA policy.

The Public Affairs Manager coordinates media escorts to and from the scene as requested by the Director's Command Staff or the Associate Director in Charge. A room will be assigned for the Public Affairs Manager to meet with the media. This is important to ensure both the safety of reporters and the accuracy of the information they gather.

In the event of an environmental mishap, use of EMP-06 is also required in handling communications.

EMP-06 is in the Environmental Protection Supplement.

Hazard Mitigation

Hazard-specific mitigation is found in the topical chapters of the EH&S Manual (6000-series chapters), and in the appendices to this chapter. Many of the mitigation measures discussed in the 3510 appendices are rarely — perhaps never — needed, or they have a limited target audience. Infrequent use of procedures can be an obstacle to maintaining an adequate level of awareness by Lab staff. That is one justification for drills, exercises, and procedure reviews: to maintain a suitable level of familiarity with important but rarely-used plans.

It is a line management responsibility to ensure that Lab staff and visitors are kept aware of emergency procedures they may need to take, using the information resources at hand such as the EM web site and periodic bulletins and notices distributed across the Lab.

Logistics, Resources, and Facilities

Emergency Equipment Boxes and Lockers

Boxes and lockers containing emergency equipment are positioned in four locations on-site. A box may be moved to wherever it is needed. The normal locations of the boxes are listed on the Jefferson Lab Emergency Management web site: http//www.jlab.org/intralab/emergency/

A custodian, usually the area safety warden, maintains each box. The boxes contain a basic inventory of items such as gloves, safety glasses, ear plugs, tools, flashlights, first-aid kit, tape, warning signs, and plastic bags. Custodians may add additional items, e.g., hard hats, portable lights, tarps, etc. to meet local needs.

The boxes have a seal that is easily broken for access, which lets the custodian know that the box has been entered. If you use anything in an emergency box, you should:

- Return items that are reusable when you are done.
- Note on the inventory sheet what you took and did not return.
- Return the box to where you found it.
- Tell the custodian (identified on the inventory list) that you opened the box and what needs to be replaced.

Director's Command Staff (DCS) Posts

- In each of the two designated areas where the DCS may convene for an emergency, there are pre-positioned resources.
- A cabinet with writing materials, procedures, checklists, contact lists, and equipment such as radios, portable lights, and flashlights.
- Receptacles and lighting powered by the emergency generator for the building.
- A laptop computer with wired and wireless network connectivity.

Designated DCS Command Centers
CEBAF Center, Room A-110
ARC Building, Room 231-233

Crisis Communication

Jefferson Lab uses a variety of means to communicate in the course of normal business and during emergencies. Each has advantages and limitations. This is an important factor in planning for emergency situations. Redundancy and multiple options are desirable.

Appendix 3510-T9 Emergency Communications, gives details on the various communication devices and systems and their particular relevance to emergency situations.

- Alphanumeric pagers
- Two-way pagers
- Rapid-page system
- Two-way radios
- Cell phones
- Internet (Jefferson Lab web site and e-mail)
- Telephones (regular and special-purpose)
- Intercoms
- Weather-alert radios
- Public Affairs